

Georgia Department of Transportation
Office of Materials and Research

Standard Operating Procedure (SOP) 7
Distribution of Test Reports

I. General

The authentication and distribution of test reports is the responsibility of the Testing Management Supervisor or the [Office of Materials and Research](#) Reports Coordinator under the direction of the State Materials and Research Engineer. Any test report filled out and signed by an authorized representative of the [Office of Materials and Research](#) will be considered an official report. An authenticated report is a report with the State Materials and Research Engineer's signature on it.

II. Procedure for Branch Laboratories

All distribution should be made from the original test report. It will be the Testing Management Supervisor's responsibility to code for the distribution of test reports in accordance with the attached chart. Distribution of specific reports will be done as follows:

A. Forms to OMR Reports Coordinator

Branch Labs will forward the following forms to the [Office of Materials and Research](#) Reports Coordinator for distribution:

- DOT-164, A & B, Concrete Pipe Report
- DOT-546, Steel Piling and Bridge Rail Report
- DOT-549, Highway Guardrail and Steel Posts Report
- DOT-640, Quarry Gradation Report
- DOT-641, Aggregate Tonnage Report
- OMR-97, Soil Survey Report
- OMR-627-22, Inspector's Report (Highway Signs)

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OMR-627-4, Inspector's Report (Steel Sign Posts)

OMR-AGG-126, Tare Weights

OMR-TM-142, Inspector's Weight Check Report

B. Other Forms for Distribution

The Branch Labs are to code and distribute the following forms in accordance with the attached chart:

OMR-152, Turbidity Report

DOT-168, Miscellaneous Report

DOT-159-5, Lot Report of Asphaltic Concrete

DOT-234, Inspector's Daily Report of Bituminous Surface Treatment Construction

DOT-306, Report on Water

DOT-319, Concrete Report

DOT-325, Rev., Emulsified Asphalt Cement

DOT-365, Daily Report of Inspector on Mixed-In-Place Stabilized Base

DOT-386, Report of Compaction Results

DOT-387, Asphalt Mixture Extraction Analysis

DOT-408, Soil Report

DOT-495, Soil Report

DOT-496, Central Mixed Construction

DOT-502, Asphalt Cement

DOT-503, Cutback Asphalt

DOT-553, Roadway Compaction Report

DOT-565, Graded Aggregate

DOT-658, Aggregate Test Report

OMR-TM-116, Field Inspection Report (Pipe)

OMR-TM-176, Thickness Measurements

OMR-TM-159, Rolling Pattern

After distribution, all test reports are to be mailed to the [Office of Materials and Research](#) Reports Coordinator who will route them to the appropriate branch or unit for review before being filed in the [Office of Materials and Research](#) files. Copies made by a Branch Lab for specific branches or units in the [Office of](#)

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[Materials and Research](#) should be stapled together with a note stating the recipient, i.e., copies of job mix formulas for Asphalt Design and copies of aggregate reports for Pit and Quarry Control.

III. Procedure for OMR Reports Coordinator

Distribution should be made from the original test reports with distribution of specific reports as follows:

A. Section II-A Reports

Reports in Section II-A will be routed to the proper branch or unit where the appropriate distribution will be determined. After review, the report will be sent to reproduction for distribution.

B. Coding Reports

The Reports Coordinator is responsible for coding all test reports of materials tested at the [Office of Materials and Research](#) and reports from the Seventh District Testing Management Supervisor. The reports will be routed through the appropriate branch or unit for review before being sent to reproduction for distribution.

C. Branch Lab Reports

The Reports Coordinator will route incoming test reports from the branch labs through the appropriate branch or unit in the [Office of Materials and Research](#) for review before being sent to the lab files.

IV. Coding Test Reports

Test reports (unless otherwise noted) will be given a code letter and also in certain instances a sub code number or numbers in accordance with the attached chart. All coding should be done in accordance with the following guidelines:

A. Code Location

The code should be placed in the lower right corner of the test report.

B. Choose Appropriate Letter & Sub-code

The appropriate letter should be chosen from the chart and, if necessary, a sub code number from those listed below the chart.

C. Code for Districts 1 & 2

Test reports on projects in the First and Second Districts will always have the sub code one (1) after the code letter. This designates that the District Office is to receive a copy.

Example: A-1

D. Failing Test Report Code

The State Construction Engineer is to receive a copy of all failing test reports or reports with a reduced pay factor, such as DOT-159-5's. The sub code number two (2) is used to designate a failing sample or reduced pay factor.

Example: B-2

If the project is in the First or Second District the full code would be B-1-2.

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E. Failing Test Report Code-Contractor Designation

The Contractor is to receive a copy of all failing Project Control Reports and Independent Assurance. The sub code number three (3) is used to designate this.

Example: A-2-3

If the project is in the First or Second District, the full code would be A-1-2-3. The two (2) is also used since the State Construction Engineer needs a copy as stated in D above.

F. Sub code number four (4) and five (5)

Sub code number four (4) and five (5) are self-explanatory.

G. Report Copies

Copies will be made in reproduction in accordance with the code letter on the test report. An extra copy must be made for each sub code number after the code letter.

Example: F-1-2-3

F-1-2-3 would mean that eight (8) copies would have to be made. Five (5) for F and three for sub code number 1, 2, and 3.

H. Extra Copies of Reports for Distribution

When a test report has been coded and someone other than those persons covered by the code needs a copy, a note should be stapled to the test report giving reproduction instructions as to who receives the extra copy, and in some cases, a mailing address.

I. Non-Coded Reports

In some cases, it will not be possible to code a test report. This will require the Testing Management Supervisor or Reports Coordinator to determine the distribution and instruct reproduction.

V. Procedural Changes Protocol

Any request for revisions to these distribution procedures shall be submitted in writing to the State Materials and Research Engineer explaining the requested change.

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